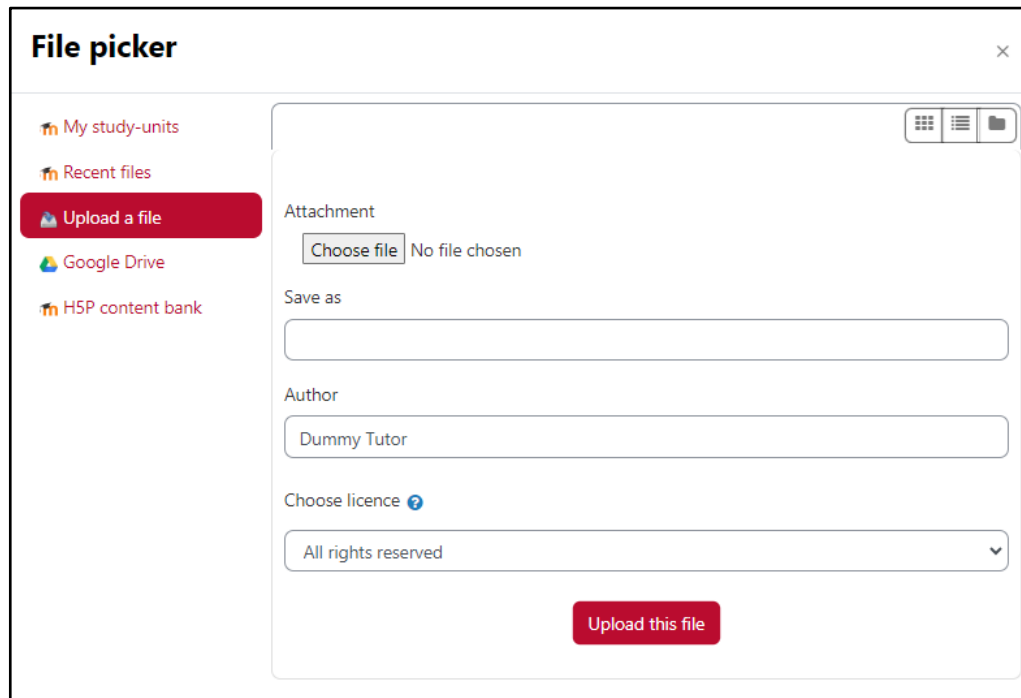


## Uploading a file

### Method i – Traditional upload

- a. Click the **Add...**  button. The *File picker* dialog box is displayed.



- b. Select the **Upload a file** option from the menu on the left.
- c. Click the **Choose file** button.
- d. Browse to the location where your file is stored.
- e. Double-click the file to upload.
- f. Click the **Upload this file** button.

### Method ii – Drag-and-drop

- a. Locate the file to upload.
- b. Drag the file to the drag-and-drop designated area.

